

MHSOAC
RFP STAKEHOLDER CLIENTS AND CONSUMERS 002
Questions and Answers 1

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	RFP Section Reference	Question	MHSOAC Response
1	Purpose: Engagement of Clients and Consumers	Is this RFP subject to CA DVBE mandatory 3% participation? (Disabled Veteran Business Enterprise)	No
2	Purpose: Engagement of Clients and Consumers	Is this RFP exempt in participating in CA DVBE 3% participation?	This RFP is exempt from participating in the CA DVBE requirement
3	Purpose: Engagement of Clients and Consumers	Our DVBE meets the criteria for engagement with Clients and Consumers, how can we participate in this RFP?	You may participate in this RFP by submitting a proposal or work with another organization that submits a proposal. All requirements in the RFP must be met before being considered for contract award.
4	ATTACHMENT 4: Minimum Qualifications 3. A. 4 - Minimum Qualifications 4. "Have more than 50% of the Staff and Board members who are consumers."	What kind of documentation is required to support this qualification? For example, would it include bylaws of the organization?	The Proposer is not limited as to the type of documentation to provide and can determine the appropriate documentation to be submitted to support their situation in meeting the requirements. All documentation submitted must be verifiable.
5	ATTACHMENT 6: LOCAL COMMUNITY ENGAGEMENT PLAN	Although 2.e.1.includes "contracted LLE" in its examples, the question goes on to say NOT to include LLEs on this line. Does this mean that if the proposer plans to partner or contract with a local level entity to	See Addendum 1 The example should not include "contracted LLE", as LLEs are reported in the next requirement V.A.2.e.2.

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	A. 2.e.1 “Do not include Local Level Entities on this line.”	do the engagement tasks and activities, that LLE should not be included in 2.e.1. Please clarify the difference between the use of LLE in e.1. and e.2.	
6	ATTACHMENT 5, Proposer Background: Section 111. C.3. a (and other sections.) “Provide Support”	What is meant by “Provide Support”. For example, does this mean documentation supporting the response to the previous question?	Correct, “Provide Support” means the Proposer must provide documentation supporting the response to the question.
7	IV. SCOPE OF WORK A. CONTRACTOR RESPONSIBILITIES D. “The Contractor further agrees to commit spending at least half of the money designated as “Event” and “Additional Local Community Engagement” directly on the Local Community Event. “	Please define what “directly on the Local Community Event” includes and/or excludes. Please give examples.	Costs include expenditures directly related to conducting the proposed event, such as, but not limited to, speakers, renting facilities, advertising, etc. This needs to directly relate to the Proposer’s proposed event. The intent is that the budget is generous enough to provide an event that maximizes participation of and impact to the local community. Excluded costs include, but are not limited to, anything not directly related to conducting the event. This would include staffing, if the position began before and/or continues after the completion of the event, and has duties outside of the Local Community Event.
8	D. 2. “Additional Local Community Engagement.” Lines 16 –20; 21-	Please clarify what this entails? Please give examples.	The title “Additional Local Community Engagement” are budgeted funds designated for Local level Advocacy, Outreach and Training, including Events,

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	25; 26-30.		through the use of a Local Level Entity or through the contractor, if an LLE is not used
9	<p>LOCAL COMMUNITY ENGAGEMENT TASKS AND ACTIVITIES (ATTACHMENT 7)</p> <p>Documented Relationship. (e.g. MOU, Letter between the organizations verifying the commitment to use this organization, etc.). Documentation must be signed by both parties and cannot be signed by a fiscal agent of the Local Level Entity.</p>	<p>Local level entities of consumers, that are not an independent entity, are often under the umbrella of a community based agency that is incorporated. In this case, the umbrella agency may have to sign a contract. Would it be permissible for both the “fiscal agent” and the local entity representative to sign the contract or MOU? Otherwise, many groups of consumers may not be able to partner with the proposer agency.</p>	<p>The use of a Local Level Entity is optional. Proposers may use other individuals, groups, or organizations through an informal agreement (III.D.)</p> <p>If a Local Entity signs the MOU or contract, there is no need for another signature. A fiscal agent may sign with the Local Entity. The Local Entity must meet the definition of an LLE as stated in III.D. Proposer Qualification and provide the information required in V.A.2.e.2.</p>